



The Buckley School is a dynamic, nurturing learning community committed to equity and inclusion, and as such, seeks to hire talented employees with diverse backgrounds.

K-12 Coordinator of External Partnerships: Service Learning, Internships and Mentorships

The Buckley School, Los Angeles' oldest K-12 all-gender learning institution, seeks a K-12 Coordinator of External Partnerships for the 2024-2025 school year. The Coordinator will plan and guide K-12 service learning and community service opportunities, and will facilitate internships and mentorships for students in grades 9-12. This role requires an entrepreneurial spirit, as well as the ability to collaborate with a wide range of stakeholders - including but not limited to academic leadership, faculty, students, families, alumni, and leaders of organizations and businesses in the broader community - to help create meaningful service and internship experiences in alignment with the school's mission, commitment, Portrait of a Graduate and strategic plan. This position will report to the Director of Diversity, Equity & Inclusion and is responsible for serving as an advisor, supervising affinity groups as needed, and teaching up to two classes during the school year.

ESSENTIAL FUNCTIONS

- Educate students, faculty and families on all aspects of service learning, including the distinction between service learning and community service
- Collaborate with classroom teachers, department chairs and division heads to integrate service learning into K-12 curriculum
- Organize, promote, and oversee K-12 community service opportunities for students and potentially families and alumni
- Design and implement all aspects of an internship and mentorship program for students in grades 9-12 and possibly alumni, including connecting with parents, alumni, and community leaders to identify businesses, organizations and individual professionals with available opportunities, advertising opportunities to students, evaluating and mitigating risk, and promoting student accomplishment with the communications department
- Partner with K-12 Travel Coordinator and Assistant Deans of Student Life to explore service trips and/or facilitate service experiences on other trips, including outdoor education
- Partner with communications office to promote students' engagement with service on social media
- Supervise affinity groups, as appropriate and needed
- Participate in admissions efforts, including open house, outreach efforts, etc.
- Participate in community events, including and not limited to the back to school bash, fair, gala, parents association meetings, etc
- Pursue personal PD opportunities to remain apprised of latest industry best practices
- Develop and nurture relationships with members of the broader community to build a network of service and internship opportunities

Additional Responsibilities:

- Teach, as needed, two (2) classes
- Manage Helper Helper and other related online platforms

- Serve as Advisor to either middle or upper school students
- Chaperone off-campus trips, including outdoor ed, as requested
- Provide on campus supervision, cover classes, and other duties as assigned

EDUCATION AND/OR EXPERIENCE

- Possess the minimum of a Bachelor's Degree from an accredited college or university, graduate degree and/or teaching credential preferred.
- Possess 3-5 years of experience in service learning leadership, other entrepreneurial work, and 3-5 years of classroom teaching experience, preferably within an independent school.

SKILLS AND ABILITIES

- Models the highest standards of professionalism and creates warm, uplifting and trusting learning environments and working relationships marked by humor, positivity, humility, empathy, excellent emotional intelligence, extraordinary interpersonal skills, and collaboration.
- Demonstrates great individual integrity, initiative, self-awareness, commitment to personal and professional growth, and the ability to receive and apply feedback
- Possesses a passion for education, particularly in an independent school environment, conveyed by a solid understanding of educational practice and philosophy grounded in DEI
- Knowledge of and demonstrated competency in service learning, community service, and risk management
- Relishes the joys and challenges of working with K-12 students and possesses a deep understanding of the intellectual, social, emotional, and physical development of children
- Demonstrates adaptability, dependability, good judgment, strong social skills and the abilities to read, assess, imagine, evaluate, calculate, & make wise decisions
- Significant experience implementing instructional programs
- Demonstrates strong communication skills in person, in writing, by phone and through other electronic means (such as Zoom).

KNOWLEDGE

- Current knowledge of all subject area content
- Knowledge of instructional methodologies to support discipline-specific and interdisciplinary learning, and the ability to learn, implement, and promote new instructional practices over time
- Knowledge of and ability to implement useful diagnostic and progress assessment measures
- Knowledge and effective use of instructional methods and learning materials
- Knowledge of Microsoft Office, Google Suite, Blackbaud/Education Edge, Zoom, and the ability to learn new and evolving technology.

COMPENSATION

\$90,000 = \$120,000 per year depending on experience.

The base salary is separate from fringe benefits, such as retirement contributions, daily lunch, on-site parking, contributions to medical, dental, vision, life/AD&D plans, our generous time off policy, or potential stipends (for eligible employees). Our pay ranges are reasonable estimates of what the School anticipates paying for a role but are not guaranteed. If hired at The Buckley School, your actual base salary will be determined by your education and experience.

TO APPLY

Interested candidates should send their resume and cover letter to jobs@buckley.org. In a cover letter/email please explain how you have included diversity, equity, and inclusion in your work with students or colleagues.

ABOUT THE SCHOOL

The Buckley School proudly carries on the mission of its founder, Dr. Isabelle Buckley, who in 1933 set out to provide students with an education characterized not only by academic excellence, but also a sense of self-esteem, responsibility, and character. At the heart of Buckley's ethos is a commitment to providing students in kindergarten through grade 12 with a program based on critical thinking, creative self-expression through arts, physical development, and moral education..

At The Buckley School, faculty and staff believe in their students, see their capacity for growth, and nurture their ability to create and evaluate. Students are honored for their diverse backgrounds and admired for their ability to lead with empathy and courage. Inspired by its mission, the Portrait of a Graduate, Dr. Buckley's Four-Fold Plan — education with equal emphasis on Academics, the Arts, Athletics, and Moral Education — and the Buckley Commitment of Honesty, Loyalty, Respect, Kindness, Self-Reliance, and Self-Discipline, faculty uplift students and build community every day.